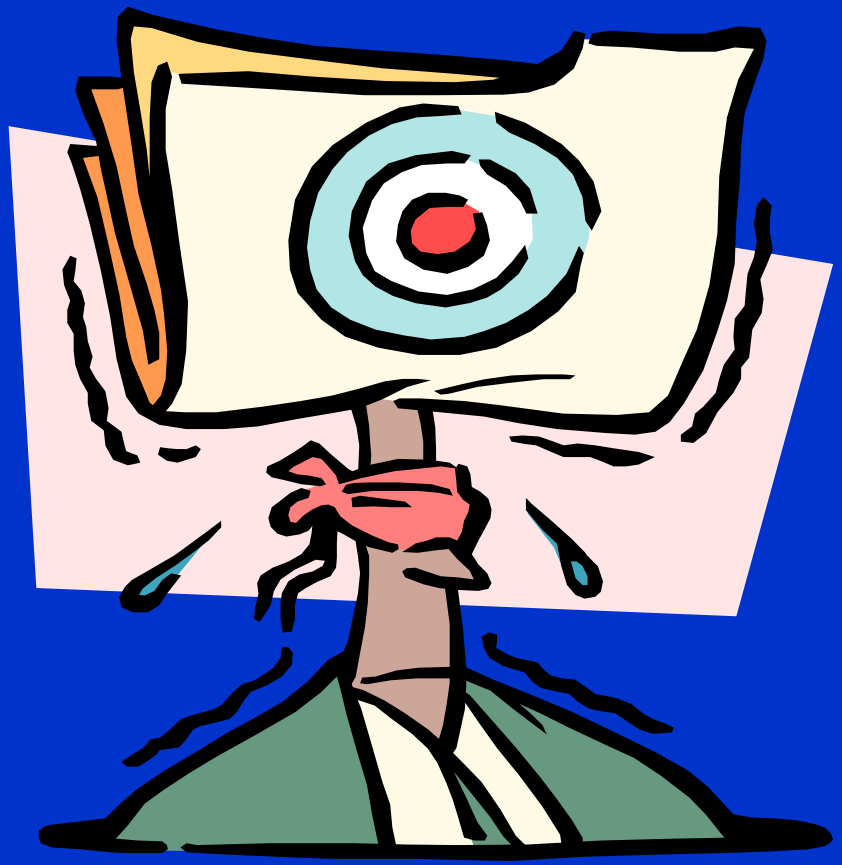
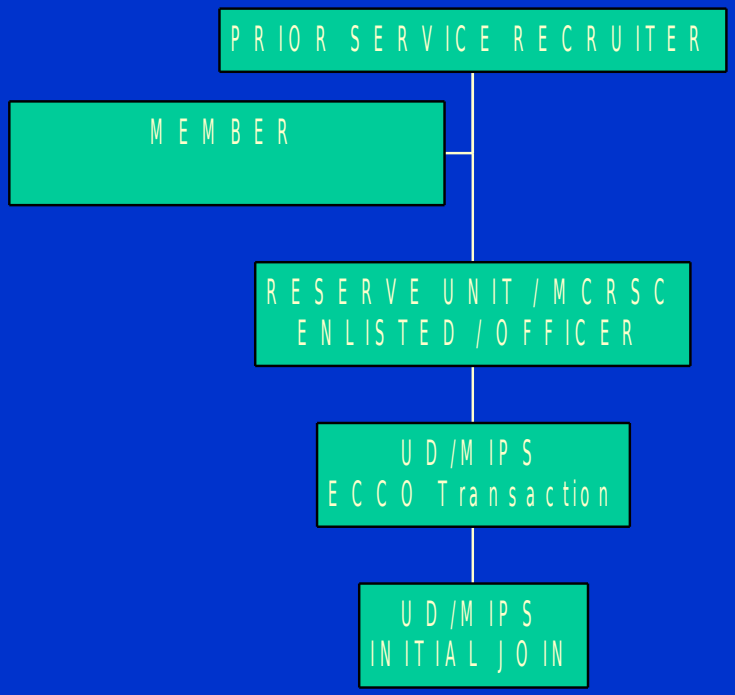
RESERVE ENLISTED ACCESSIONS



- INTRODUCTION:
  - The process used to establish the MCTFS computer record and add the Marine to the Marine Corps strength is called “Accession”. For a Reserve Marine, this process is called an ECCO.

Updated:
20031010

RESERVE ACCESSION (ECCO) FLOW CHART



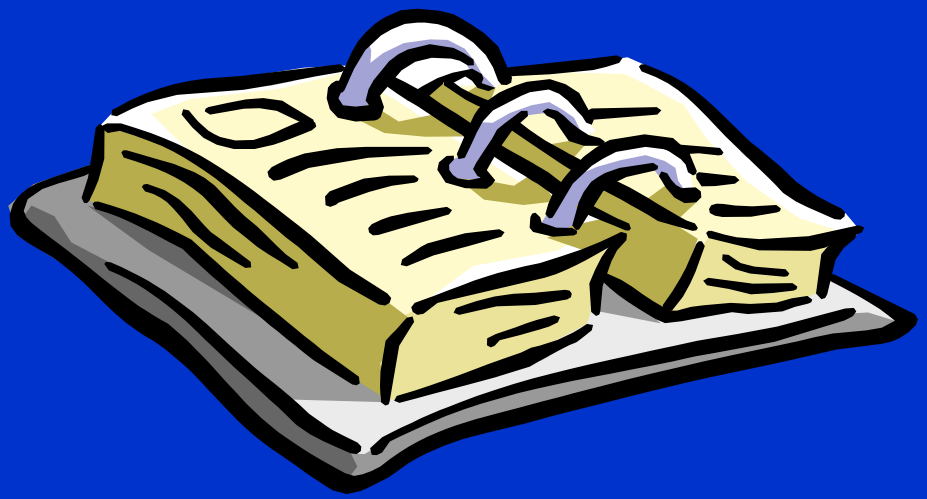
RESERVE ENLISTED ACCESSION PROCESS

- ***Component Code "11" ACCESSIONS*** are Active duty only and are input by ***HQMC (MIF) only.***
- ***ECCOs*** are Reserve only. Enlisted ECCO's are entered at the RUC Level or at MCRSC***. Officer ECCO's are entered by MCRSC ONLY***. All ***ECCO's*** are certifed by ***MISSO 16/17***.
- ***This is the process for an Enlisted ECCO. *Note (The Process would be the same for an Officer except MCRSC would enter the Accession.)***
- 1. You enter the Accession at the RUC Level. You must send the DD Form 4, the complete DD Form 1966, the Prior Service Recruiter New Join Worksheet and the HQMC Waiver Letter to the MISSO prior to certification. The preferred method of transmission is to SCAN the source docs and send via E-MAIL to MISSO@MFR.USMC.MIL. The unit can FAX the info to (816) 926-3115: ATTN: ECCO
- 2. MISSO 16/17 reviews ECCOs daily and certifies all accurate Accessions.
- 3. If there is a Cycle that night, the following day you will see that the R-Record Status has been changed to "1". *Awaiting Init Join (Accession Processed).*
- 4. The Unit must then report the initial join with an action date equal to the Date of Enlistment.
- 5. TTC: 022 – 050 _____ INIT JOIN RUC _____ MCC ___ AWAITING IADT PAY (CAT-P)
- TTC: 022 – 052 _____ INIT JOIN RUC _____ MCC ___ REENL __ YRS (SMCR NON-OBLIGOR)
- TTC: 022 – 053 _____ INIT JOIN RUC _____ MCC IRR REENL __ YRS (IRR)

SOURCE DOCUMENTION

- Contract (DD Form 4)
- DD Form 1966 (3 or 4 pages)
- Prior Service Recruiter New Join Worksheet
- HQMC Waiver Letter
- DD 214 / 215
- Copies of old CRCR
- Copies of old BTR/BIR or LES
- SRB
- Microfiche

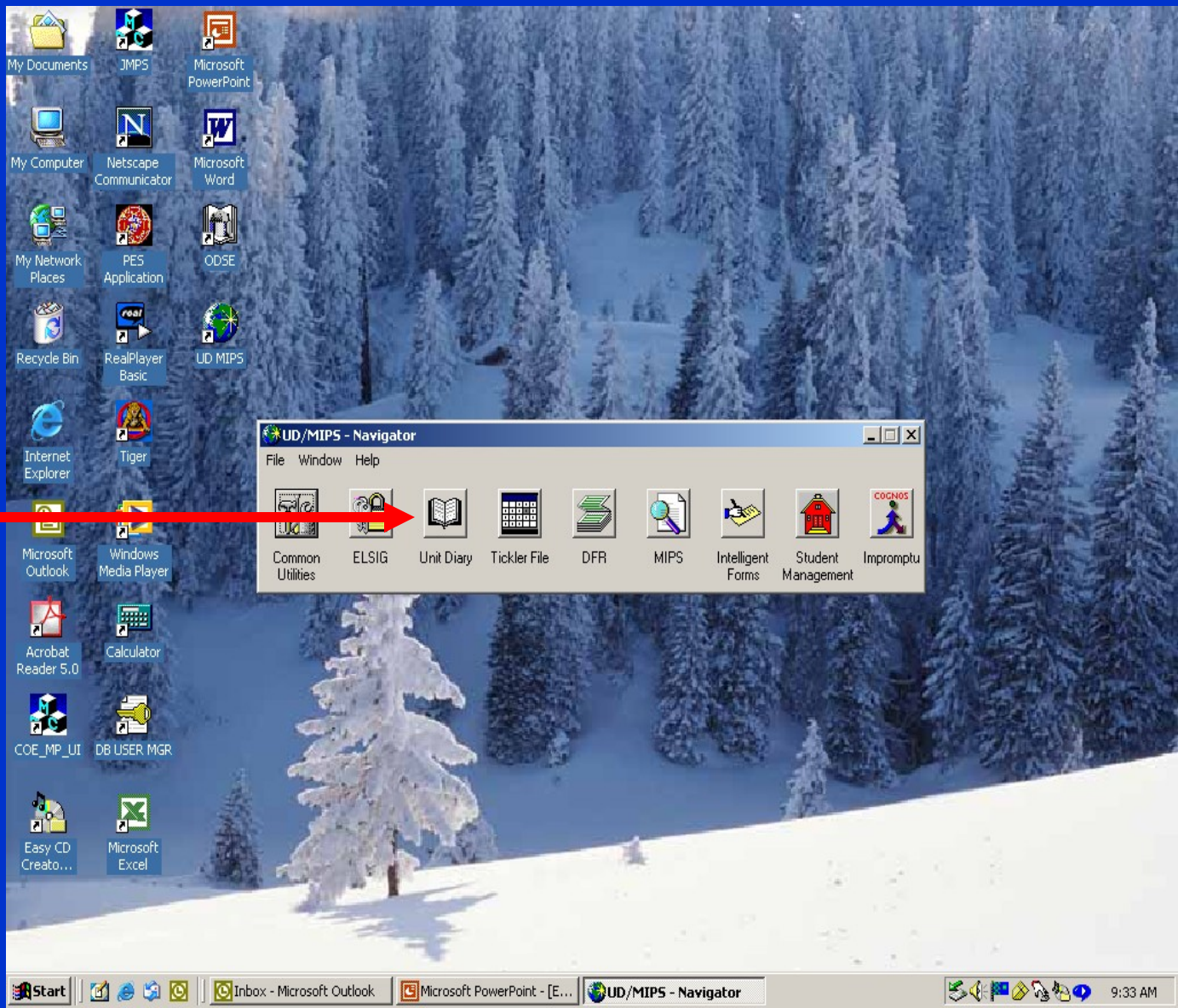
MANUALS NEEDED



- MCTFSPRIM
  - MCO P1080.40
- MCTFSCODESMAN
  - MCO P1080.20
- WORLDWIDE GEO LOCATION CODES MANUAL
  - http://www.gsa.gov/

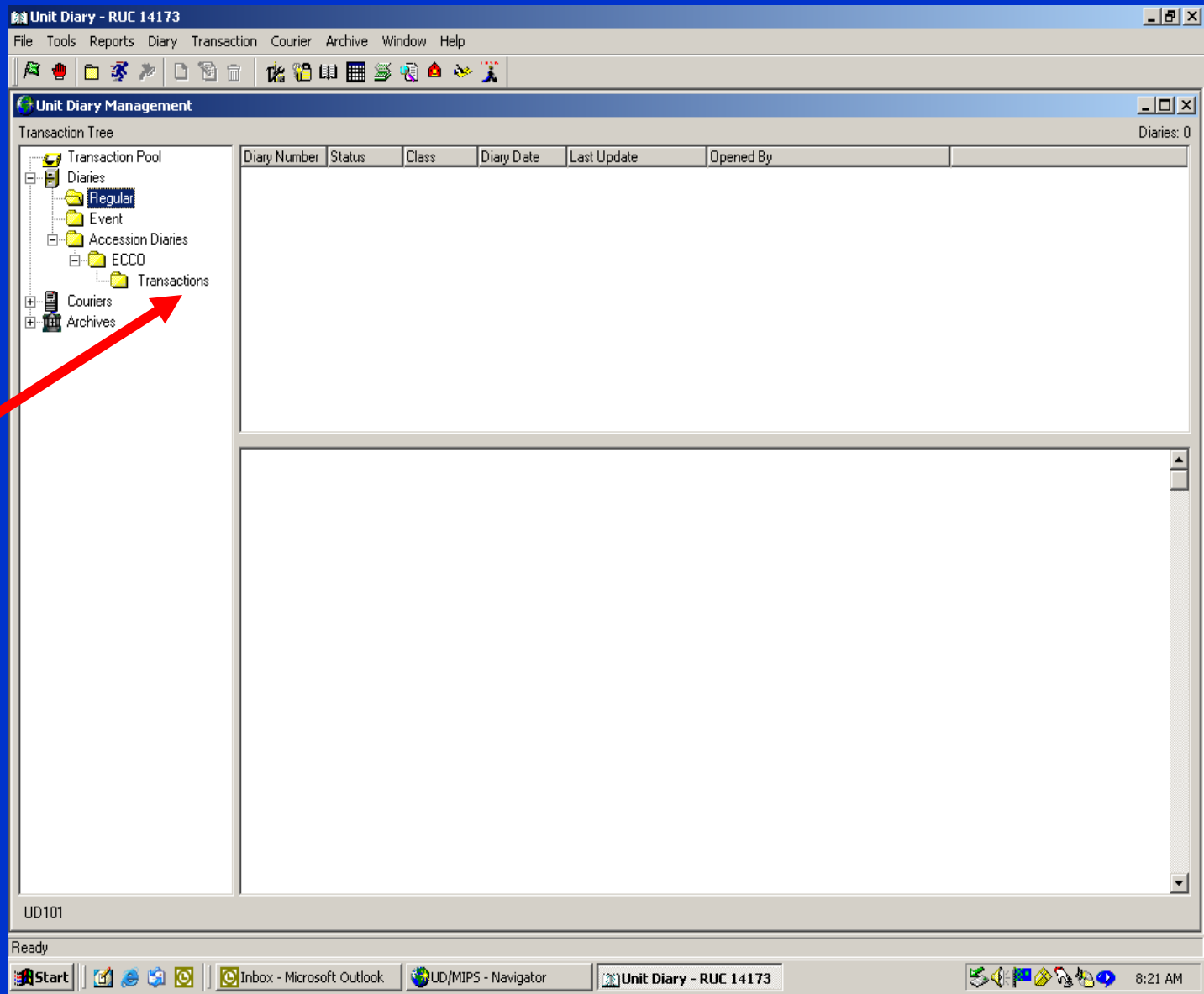
AFTER LOGIN....

Select the Unit Diary Icon



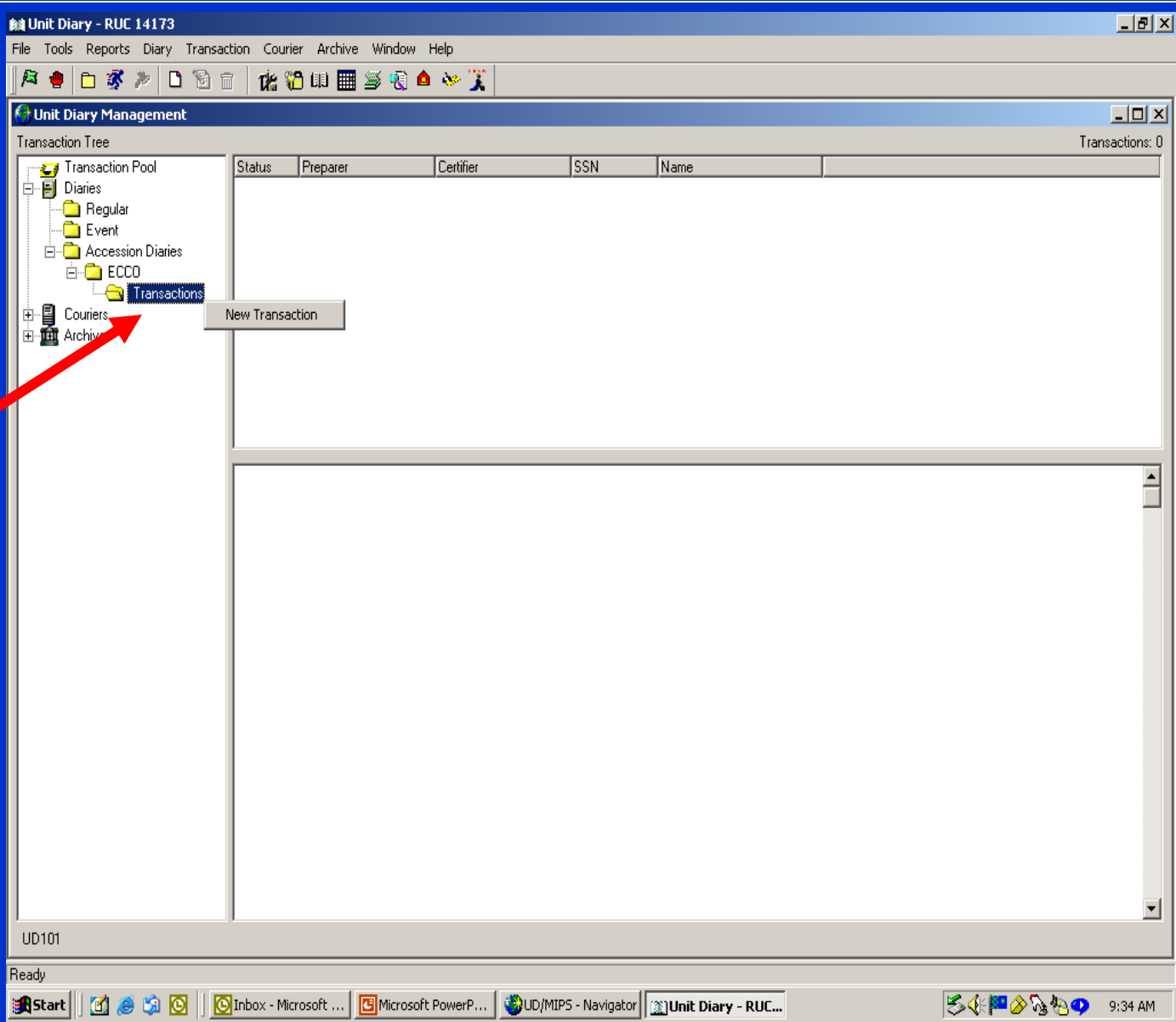
IN THE UNIT DIARY MODUL

Highlight transactions under the ECCO tree view icon



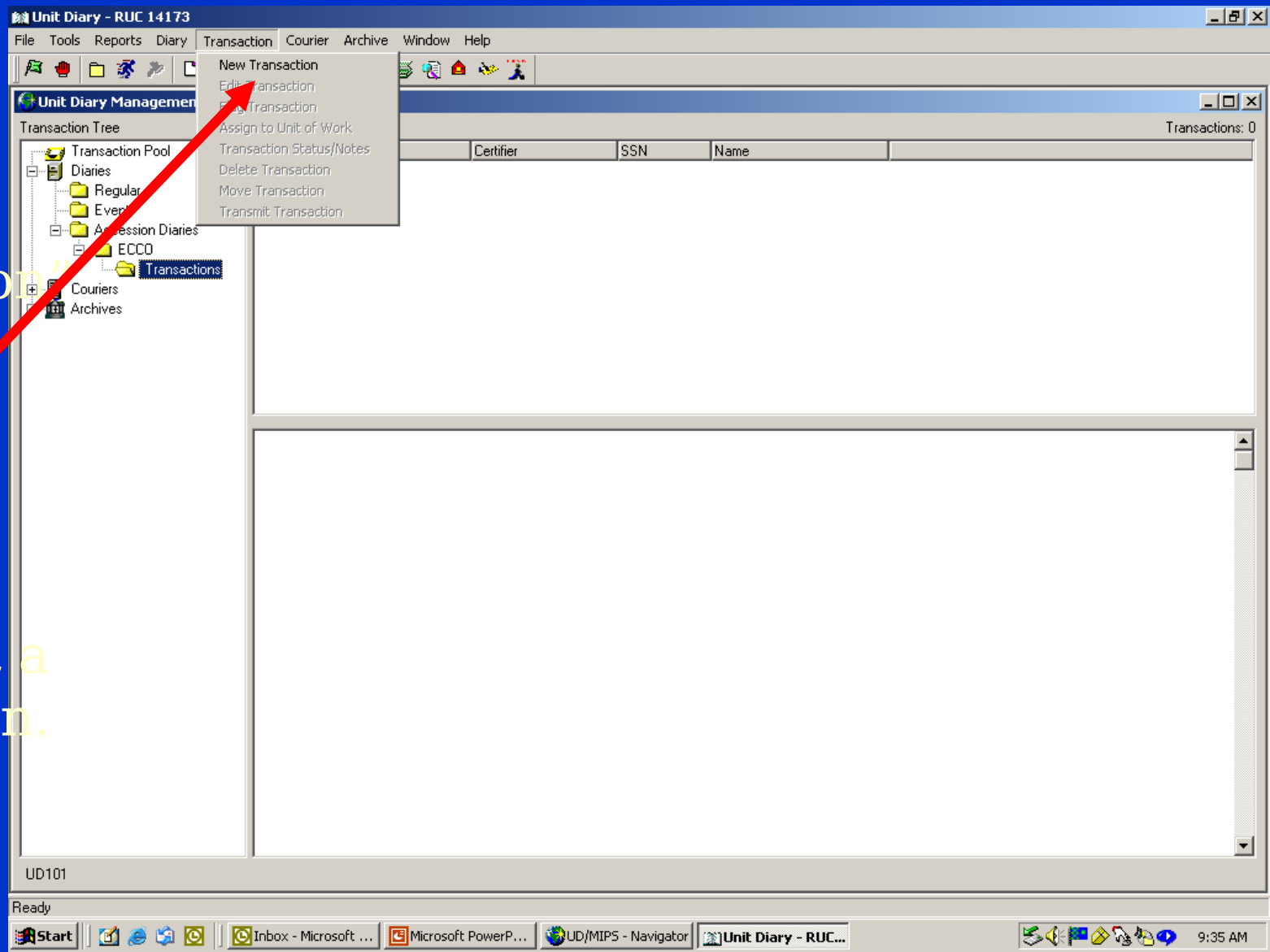
WHAT TO DO.....

Right click on transactions below the ECCO tree view icon, or.....



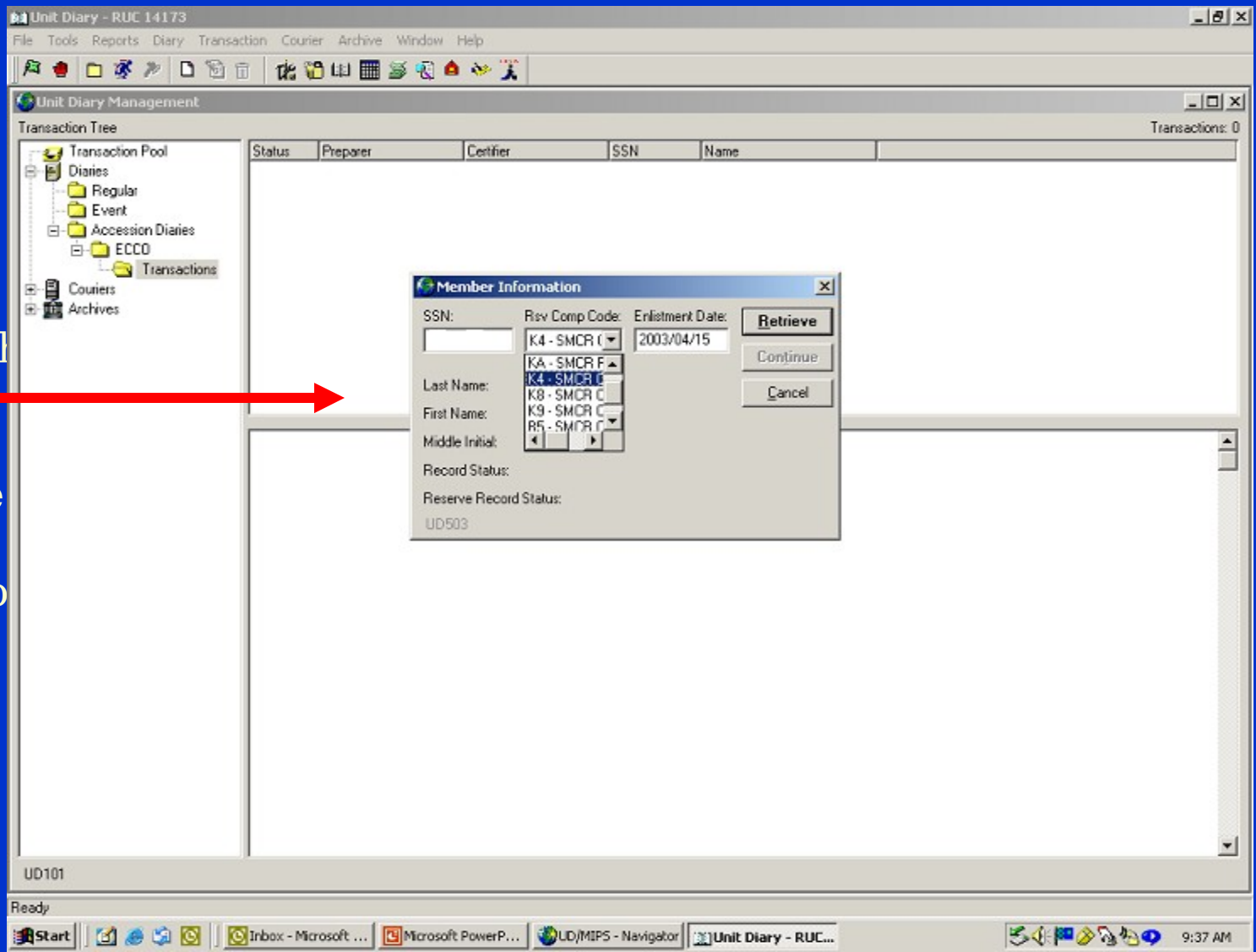
WHAT TO DO……

Select "New Transaction" from the Toolbar. Note you are not opening a Diary, just a transaction.



WHAT TO DO.....

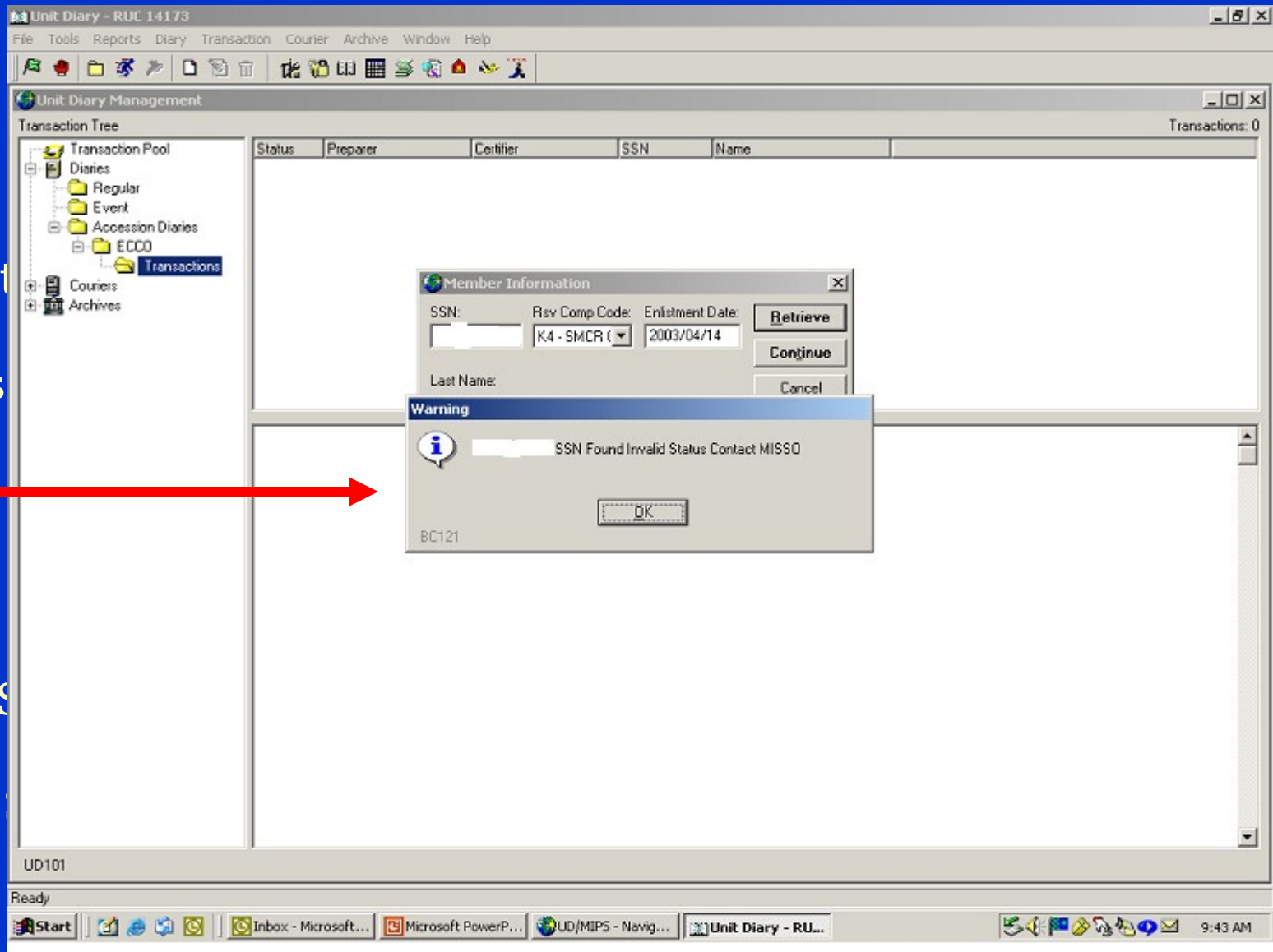
The member information window will appear. Fill in th SSN, Reserve Comp Code and Enlistment Date Click the "Retrieve" butto



WHAT TO DO.....

If a record is found on the ODSE but in an invalid record status this message will appear.

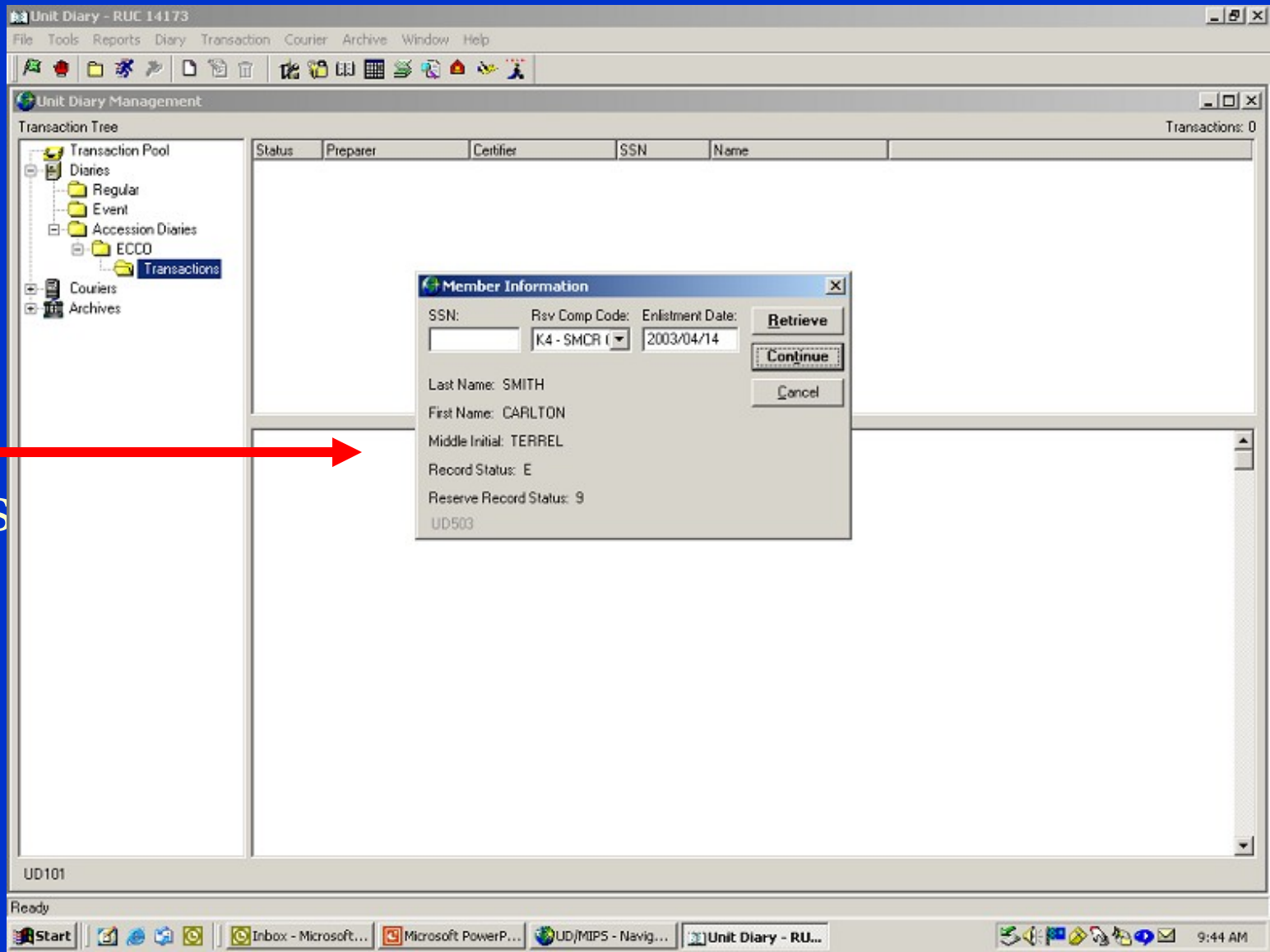
This means there is an active MCTFS record and requires MISS Assistance.



WHAT TO DO……

If there is a record on the ODSE, you will receive data back on this screen from the ODS

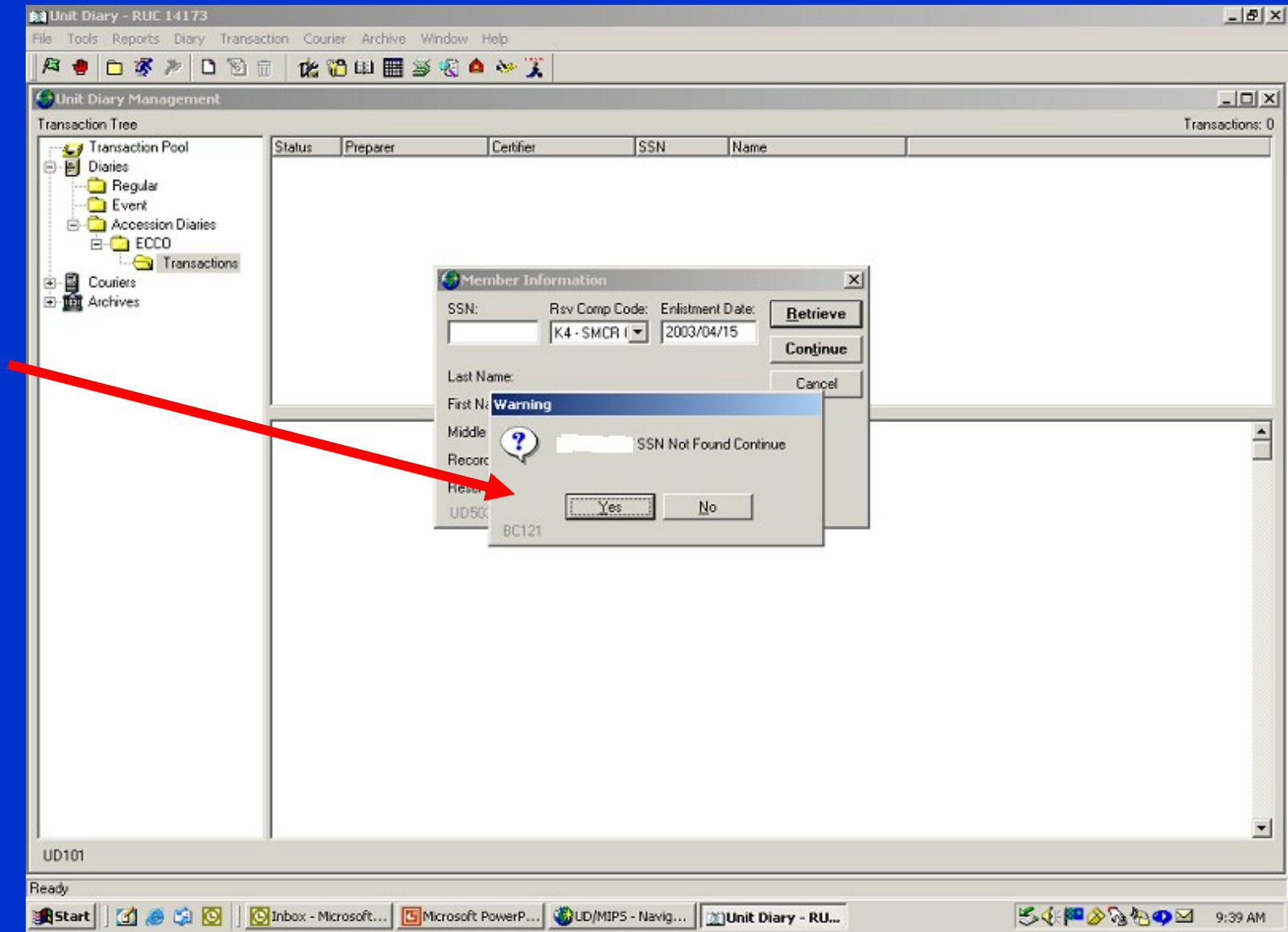
Press the “Continue” button to get to the input screen.



WHAT TO DO……

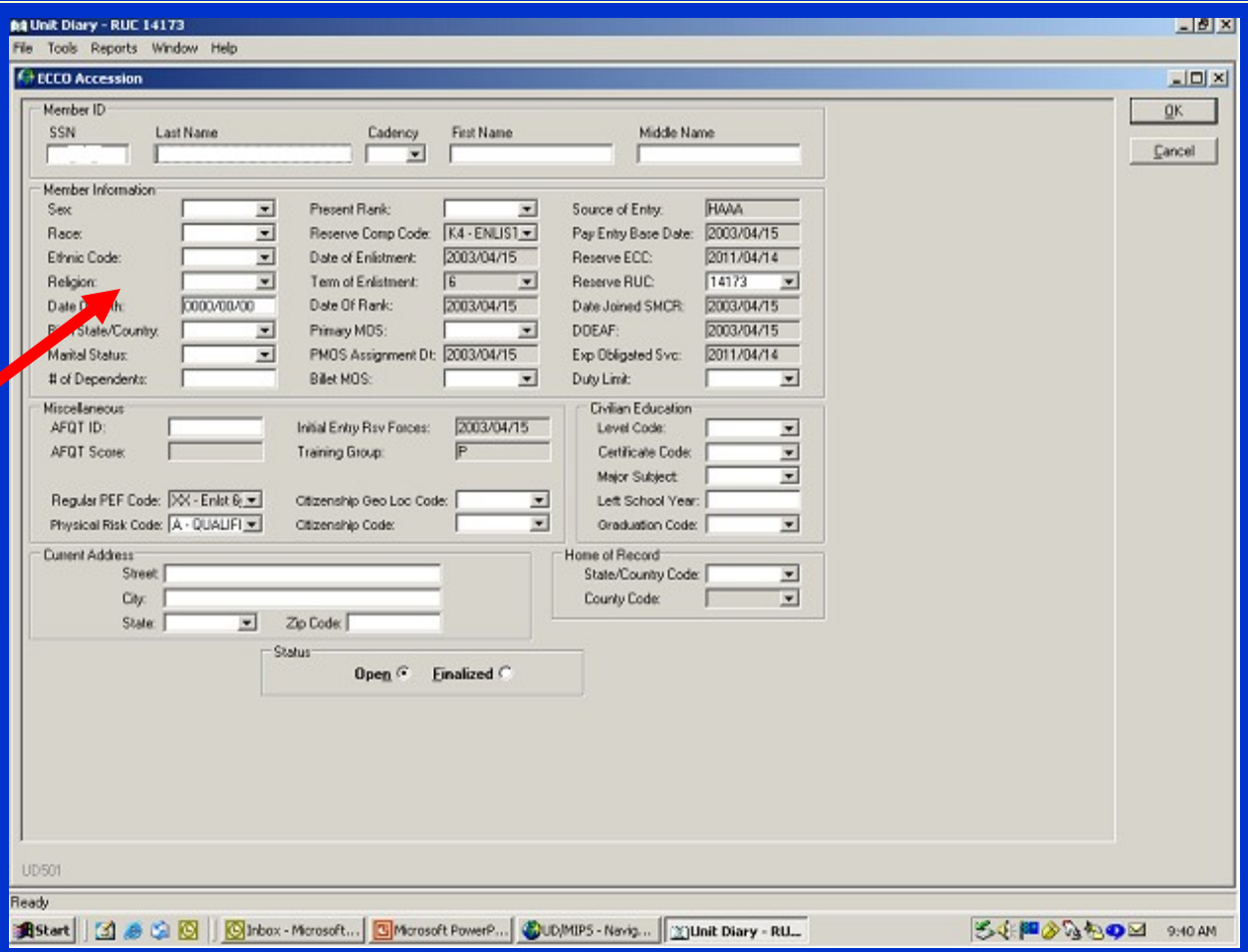
If the member is not on the Operational Data Store, the following window will appear.

Click ‘YES’ to continue for the blank input screen.



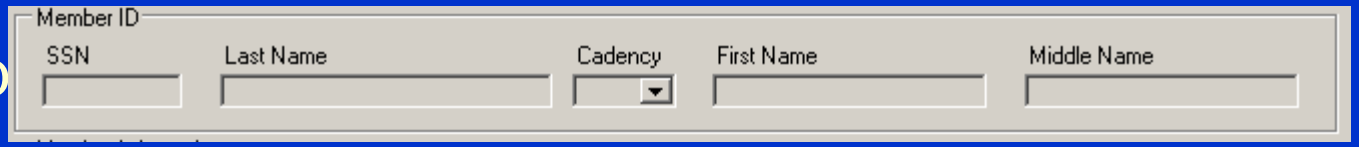
WHAT TO DO……

The ECCO input screen will appear. Fill in the blanks.



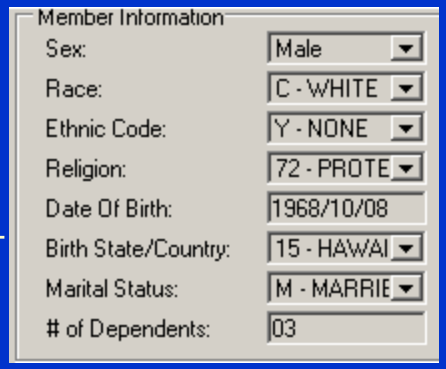
INPUTTING THE DATA CORRECTLY

- MEMBER ID



- SSN: Member SSN from DD Form 4, block 2
- LAST NAME: Member last name from DD Form 4, block 1
- CADENCY: Suffix from DD Form 4, block 1
- FIRST NAME: Member first name from DD Form 4, block 1
- MIDDLE NAME: Member complete middle name from DD Form 4, block 1

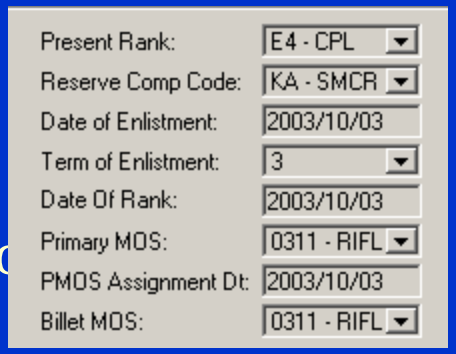
INPUTTING THE DATA CORRECTLY



- MEMBER INFORMATION

- SEX: DD 1966, block 6 (MALE or FEMALE)
- RACE: DD Form 1966, block 7a and MCTFSCODESMAN
- ETHNIC CODE: DD Form 1966, block 7b and MCTFSCODESMAN
- RELIGION: DD 1966, block 11
- DATE OF BIRTH: DD 1966, block 10
- BIRTH STATE/COUNTY: DD 1966, block 15 (2 byte State code or Foreign Country code from the Worldwide Geographic Location Codes Manual)
- MARITAL STATUS: DD 1966, block 8
- # OF DEPENDENTS: DD 1966, block 9

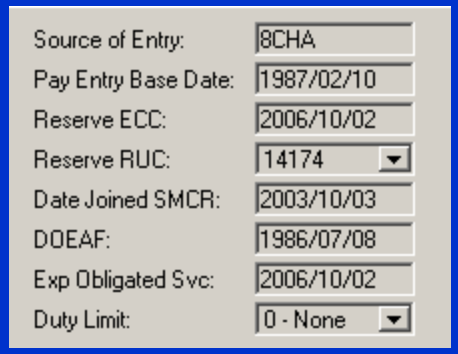
INPUTTING THE DATA CORRECTLY


Present Rank: E4 - CPL
Reserve Comp Code: KA - SMCR
Date of Enlistment: 2003/10/03
Term of Enlistment: 3
Date Of Rank: 2003/10/03
Primary MOS: 0311 - RIFL
PMOS Assignment Dt: 2003/10/03
Billet MOS: 0311 - RIFL

- MEMBER INFORMATION (cc

- PRESENT RANK: E1 – E9 (DD 1966, block 18f)
- O1 – O4 (NAVMC 763, block 6a)
- RESERVE COMP CODE: DD 1966, blocks 19.1/19.2
- KA = SMCR Non-obligor, K4/K8/K9/B5 = SMCR CAT-P, K7 = IRR
- DATE OF ENLISTMENT: DD Form 4/1 block 5
- TERM OF ENLISTMENT: DD 1966, block 18d
- DATE OF RANK: DD 1966/1 block 18g (See NOTE 1)
- PRIMARY MOS: DD 1966, block 18m (See NOTE 2)
- PMOS ASSIGNMENT DT: Date of Enlistment
- BILLET MOS: Members assigned Billet MOS (PSR New Join Worksheet)

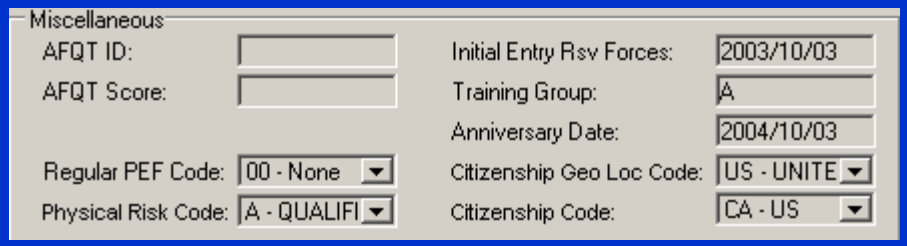
INPUTTING THE DATA CORRECTLY



- MEMBER INFORMATION (cont.)

- SOURCE OF ENTRY: MCTFSCODESMAN par 4201
- PAY ENTRY BASE DATE: DD 1966, block 18c (See NOTE 3)
- RESERVE ECC: Date of Current Enlistment plus Term of Enlistment years minus 1 day
- RESERVE RUC: DD 1966, block 18p
- DATE JOINED SMCR: Date of Enlistment (See NOTE 4)
- DOEAF: DD 1966, Section VI, remark #24A
- EXP OBLIGATED SVC: If DOEAF is prior to 19840601, DOEAF plus 6 years minus 1 day. If DOEAF is 19840601 or later, DOEAF plus 8 years minus 1 day.
- DUTY LIMIT: MCTFSCODESMANUAL
  0 (zero) = SMCR Non-obligors or members of the IRR
  P = CAT-P Marines (under age 18)
  B = CAT-P Marines (age 18 or over)

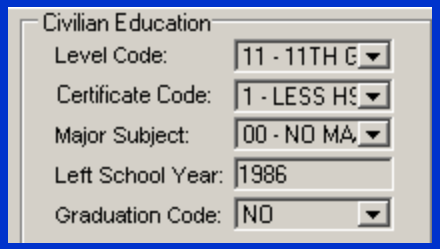
INPUTTING THE DATA CORRECTLY


Miscellaneous
AFQT ID:
AFQT Score:
Regular PEF Code: 00 - None
Physical Risk Code: A - QUALIFI
Initial Entry Rsv Forces: 2003/10/03
Training Group: A
Anniversary Date: 2004/10/03
Citizenship Geo Loc Code: US - UNITE
Citizenship Code: CA - US

- MISCELLANEOUS

- AFQT ID: The Form/Test ID from the BTR or MCTFS TEST screen.
- For Cat-P Marines, DD 1966, block 16a. If not available, leave blank.
- AFQT SCORE: The AFQT percentile from the BTR or MCTFS TEST screen.
- For Cat-P Marines, DD 1966, block 16b. If not available, leave blank.
- REGULAR PEF CODE: DD 1966, block 18k (normally = 00). CAT-P Marines = “XX”.
- PHYSICAL RISK CODE: MCTFSCODESMAN (Normally “A”)
- INITIAL ENTRY RSV FORCES: DD 1966, section VI, remark 24A
- TRAINING GROUP: Auto-populated
- CITIZENSHIP GEO LOC CODE: DD Form 1966, blocks 5/15
- CITIZENSHIP CODE: DD Form 1966, blocks 5/15

INPUTTING THE DATA CORRECTLY

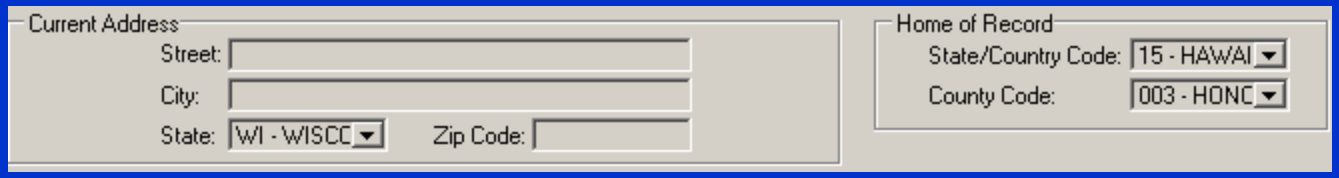


- CIVILIAN EDUCATION

- LEVEL CODE: DD 1966, block 12 and MCTFSCODESMAN
- CERTIFICATE CODE: DD 1966, block 12 and MCTFSCODESMAN
- MAJOR SUBJECT: MCTFSCODESMAN
- LEFT SCHOOL YEAR: Year in which Member Left the Level of School listed above

  (See NOTE 5)
- GRADUATION CODE: Member Graduated High School (Y or N)

INPUTTING THE DATA CORRECTLY



- CURRENT ADDRESS

- STREET: DD 1966, block 3
- CITY: DD 1966, block 3
- STATE: DD 1966, block 3
- ZIP: DD 1966, block 3

- HOME OF RECORD

- STATE/COUNTRY CODE: DD 1966, block 4 and/or the Worldwide Geographic Location Codes Manual (Website)
- COUNTY CODE: DD 1966, block 4 and/or the Worldwide Geographic Location Codes Manual (Website)

RESERVE ECCO NOTES

NOTE 1: The DOR is calculated based upon how long SNM was separated from military service. If separated less than 1 year, DOR = previous DOR held. If separated more than 1 year but less than 3 years; E-4 and below have DOR = DOE minus previous TIG, E-5 have DOR = DOE minus one half of previous TIG. If separated more than 3 years, DOR = DOE.

NOTE 2: When the last held PMOS (Occupational Field) does not match the new BMOS, an Enlisted Reserve Marine is then given a PMOS = the basic MOS for the new BMOS. (Example, when an 0311 is joined for BMOS 3531, the new PMOS would be 3500, BMOS would be 3531 and an ADMOS of 0311 would be assigned)

NOTE 3: To calculate an accurate PEBD, use the following formula: Date of Separation (civilian status) minus the previous PEBD plus 1 day (Inclusive date) = Time Credited for Pay Purposes. Current Date of Enlistment minus Time Credited for Pay Purposes = Current PEBD.

RESERVE ECCO NOTES

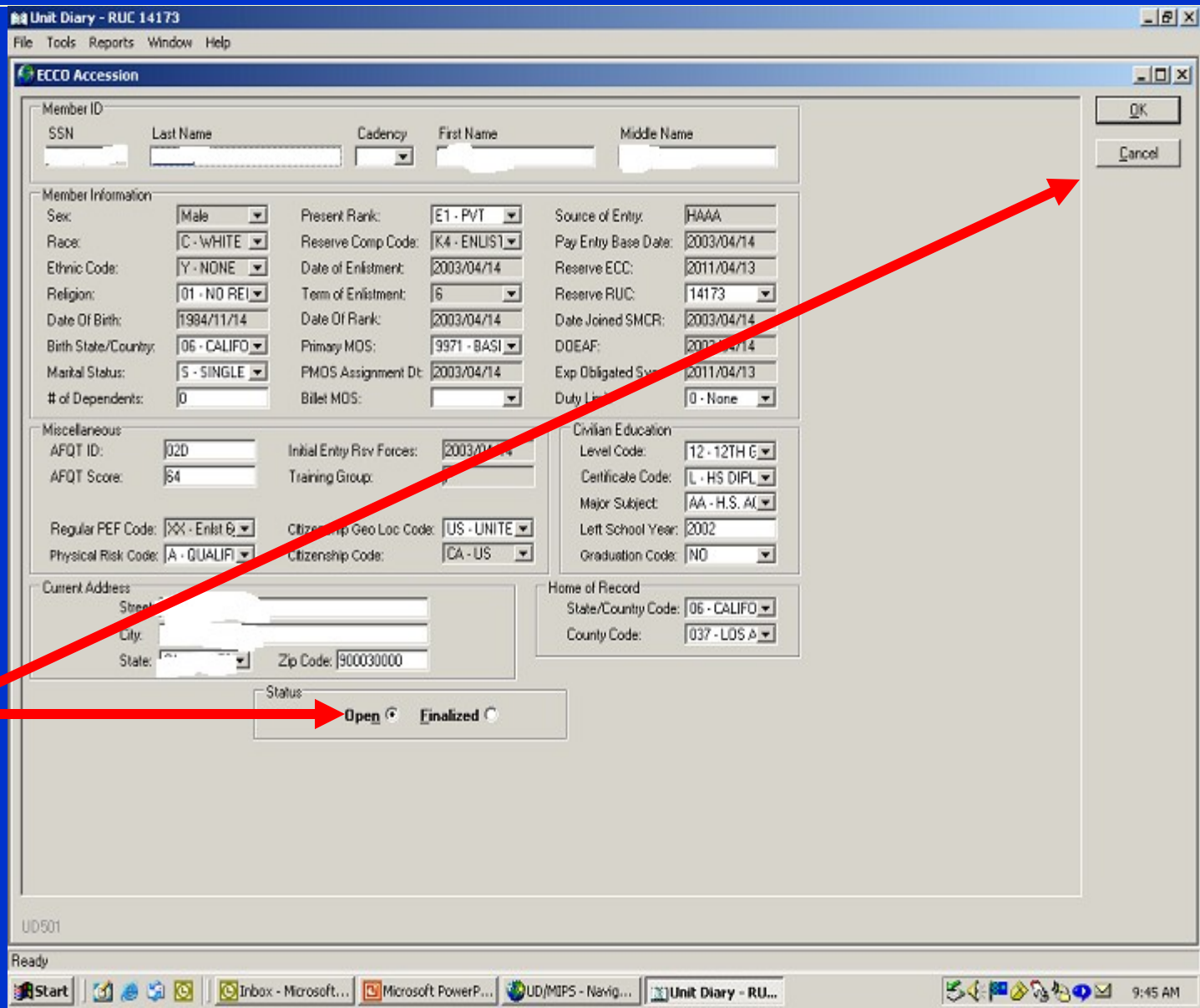
NOTE 4: When a Marine has not been in a SMCR status for greater than 1 year, the Date Joined SMCR = DOE. When a Marine has been in a SMCR status during the year previous to DOE, the Date Joined SMCR = previous Date Joined SMCR (BIR). Use the MCTFS screen D600 for a reference point.

NOTE 5: To determine the Civilian Educ Left School Date, ask the Marine if available. If not, when the Civilian Education Code = 12LXX, calculate the date by using the following formula: If DOB month is Jan through Sep, ADD 18 years to DOB; If DOB month is Oct through Dec, ADD 19 years to DOB.

NOTE 6: Do not forget to SEND the the DD Form 4, the complete DD Form 1966, the Prior Service Recruiter New Join Worksheet and the HQMC Waiver Letter to: MISSO@MFR.USMC.MIL OR FAX TO: (816) 926-3115 (Attn: ECCO) *PRIOR* to MISSO certification.

WHAT TO DO……

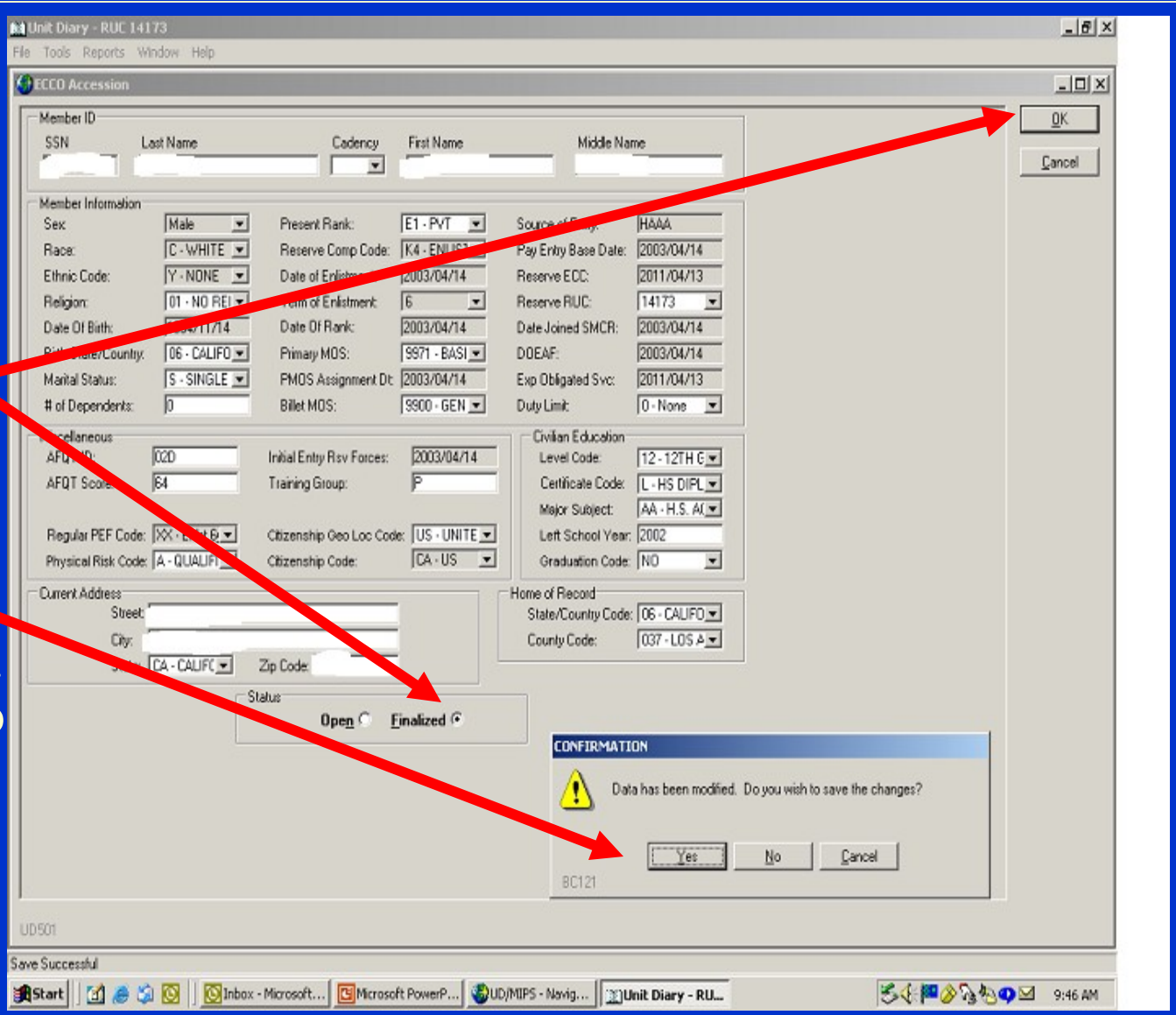
Fill in any missing data. You can save this screen at any time by clicking “OK”, even if only partial data is filled in. Cancel will return you to the diary Window and you will lose all input data.



WHAT TO DO……

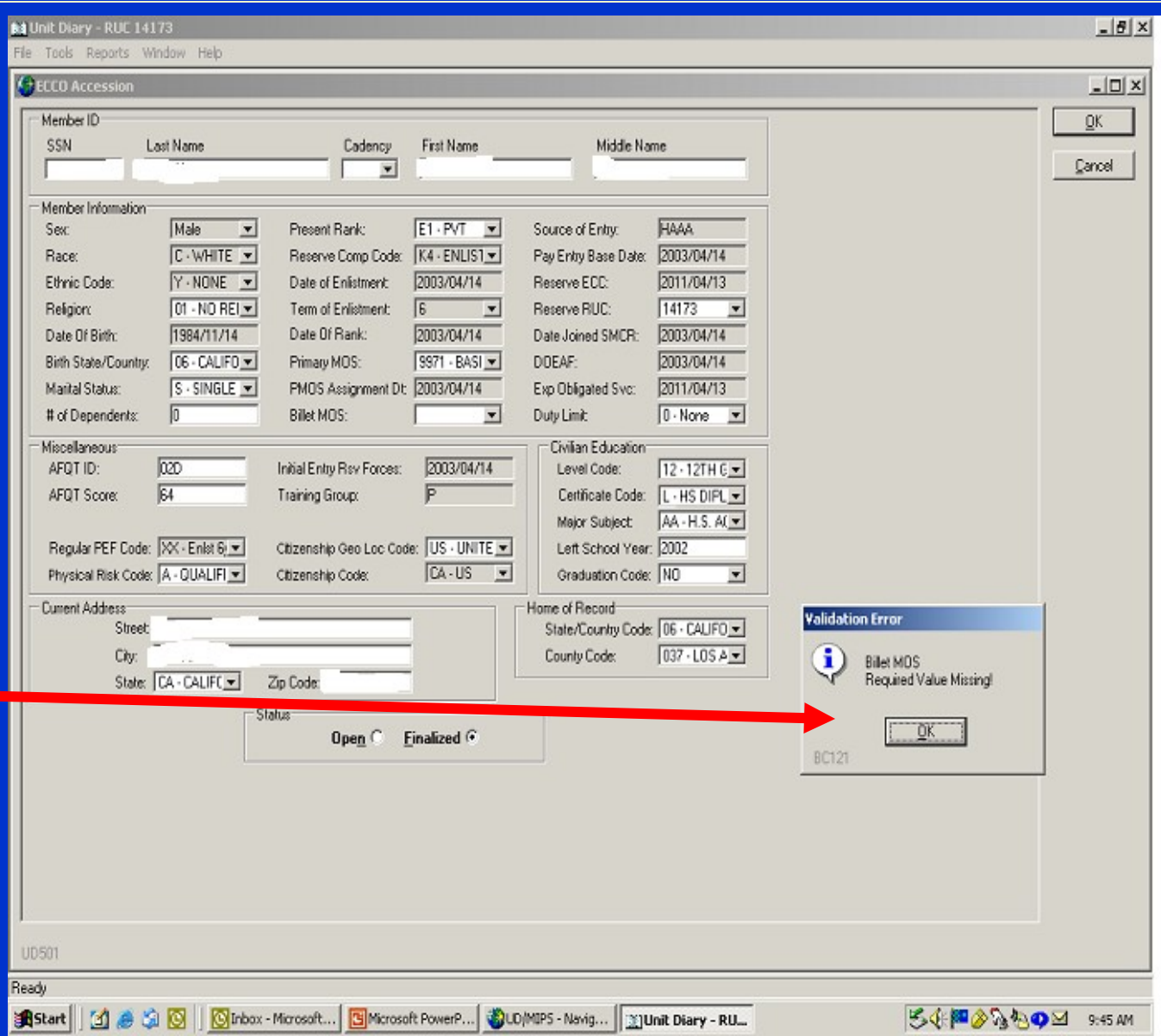
Once all the required data has been input, the preparer will click the "Finalized" status and then click the "OK" button.

In the confirmation block, click 'Yes" to save the changes. This will move the transaction to the Transaction Pool.



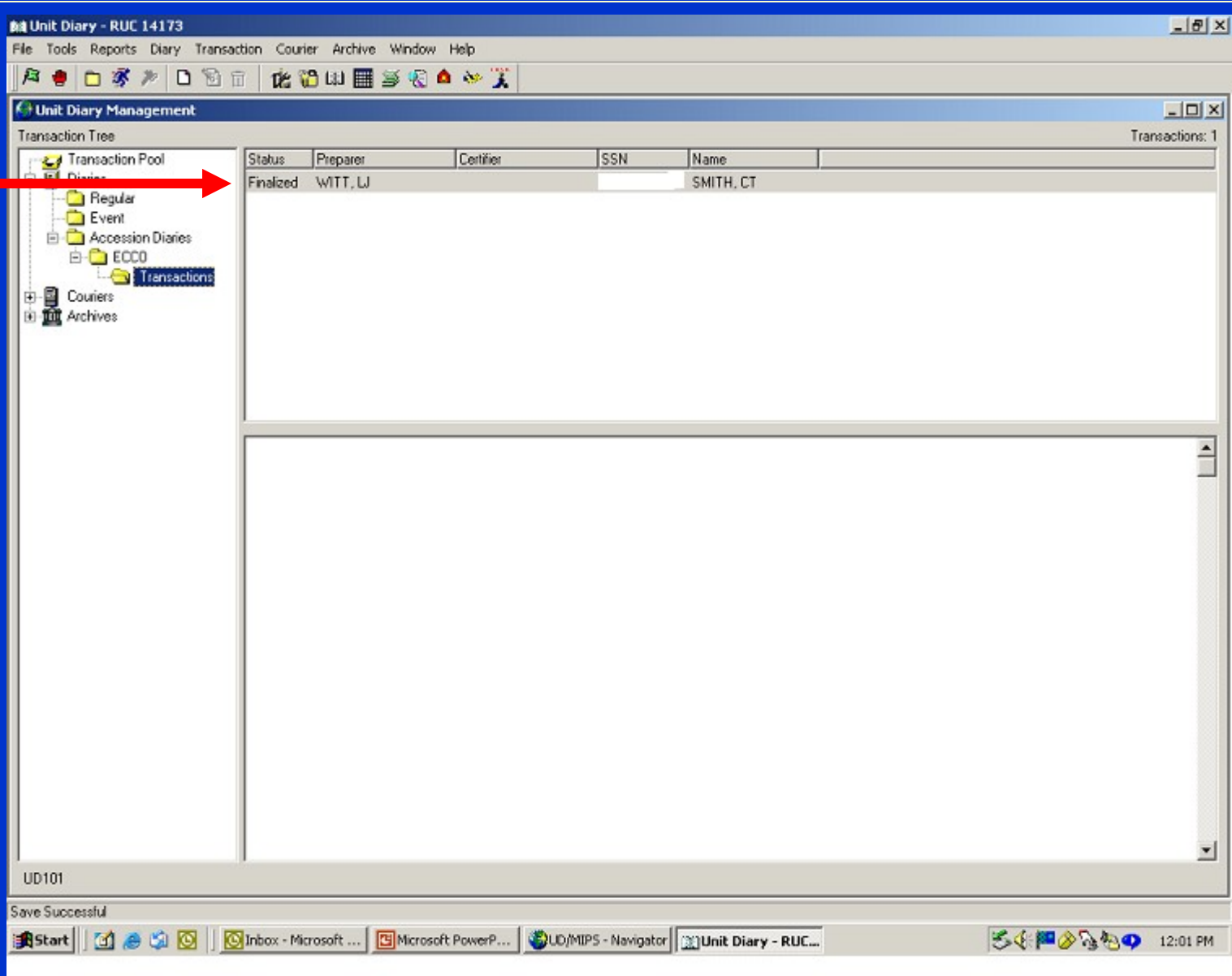
WHAT TO DO……

If there is an error during input or if data is missing, you will receive a validation error message.



WHAT TO DO……

ECCO transaction

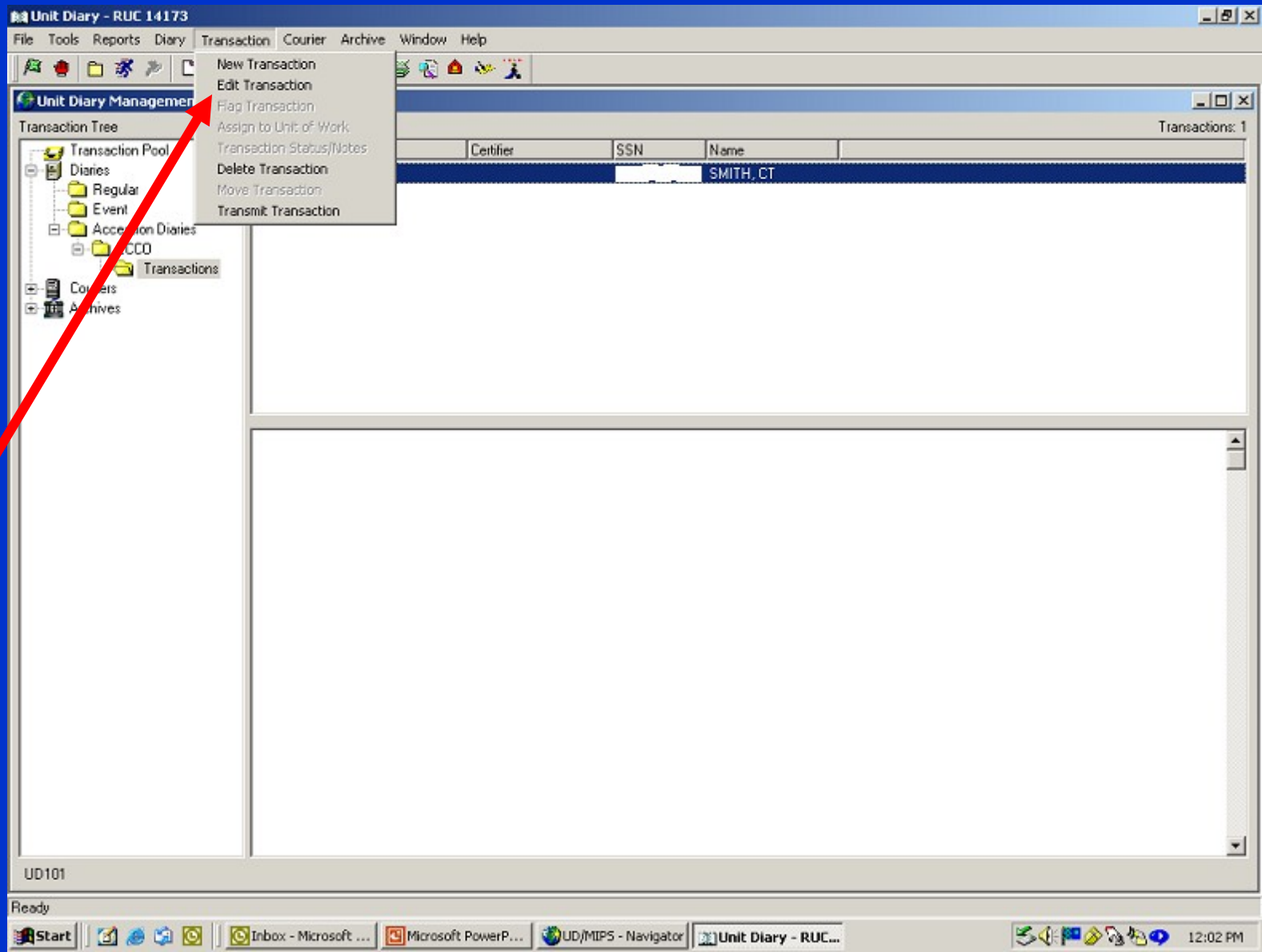


EDIT TRANSACTION

Clicking on the tool bar titled ‘Transaction’, you can edit a transaction, delete a transaction, or transmit a transaction.

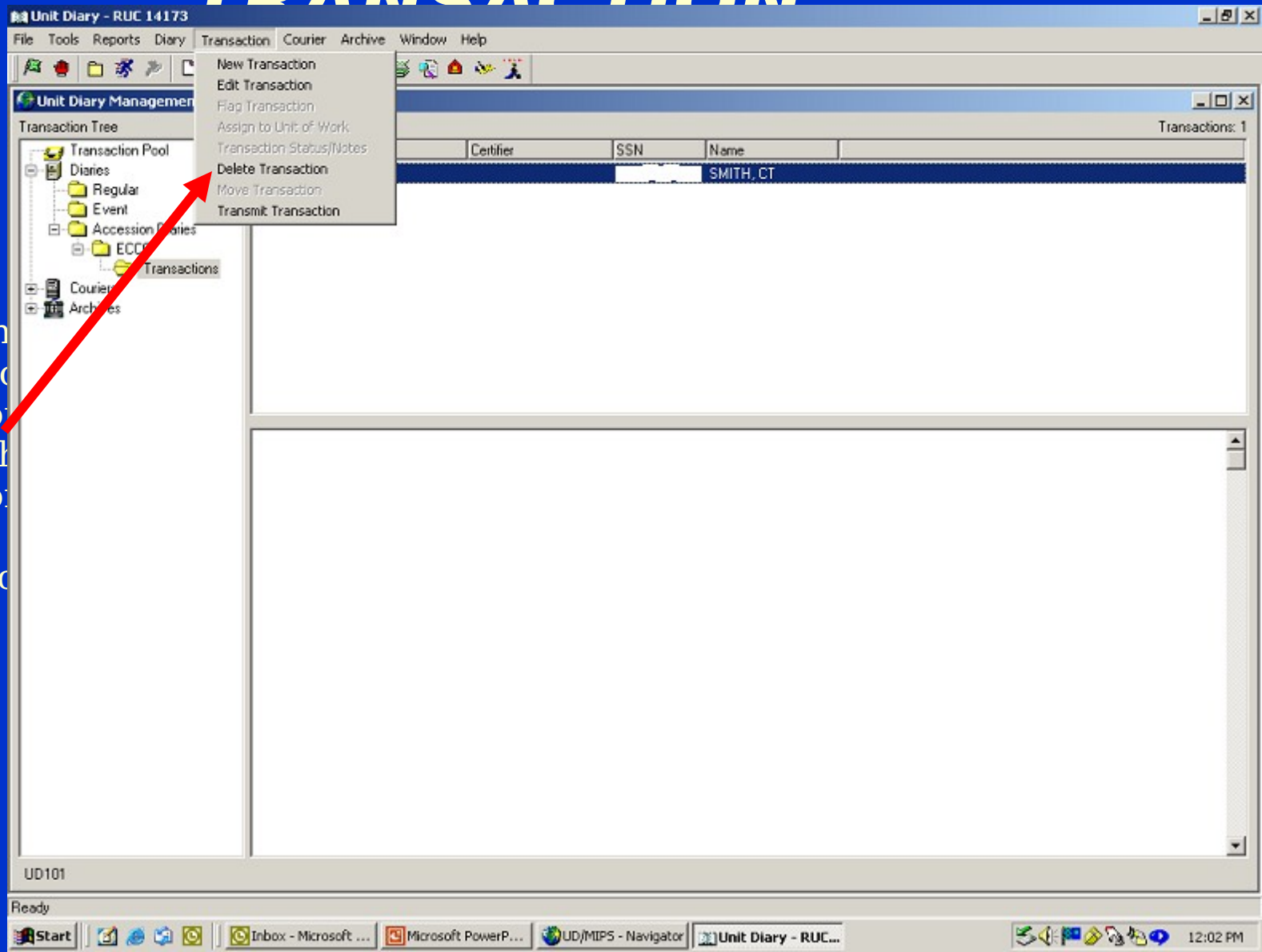
Editing a transaction will open up the transaction window. You may change any information necessary, and then re-save the transaction.

Highlight the



DELETE TRANSACTION

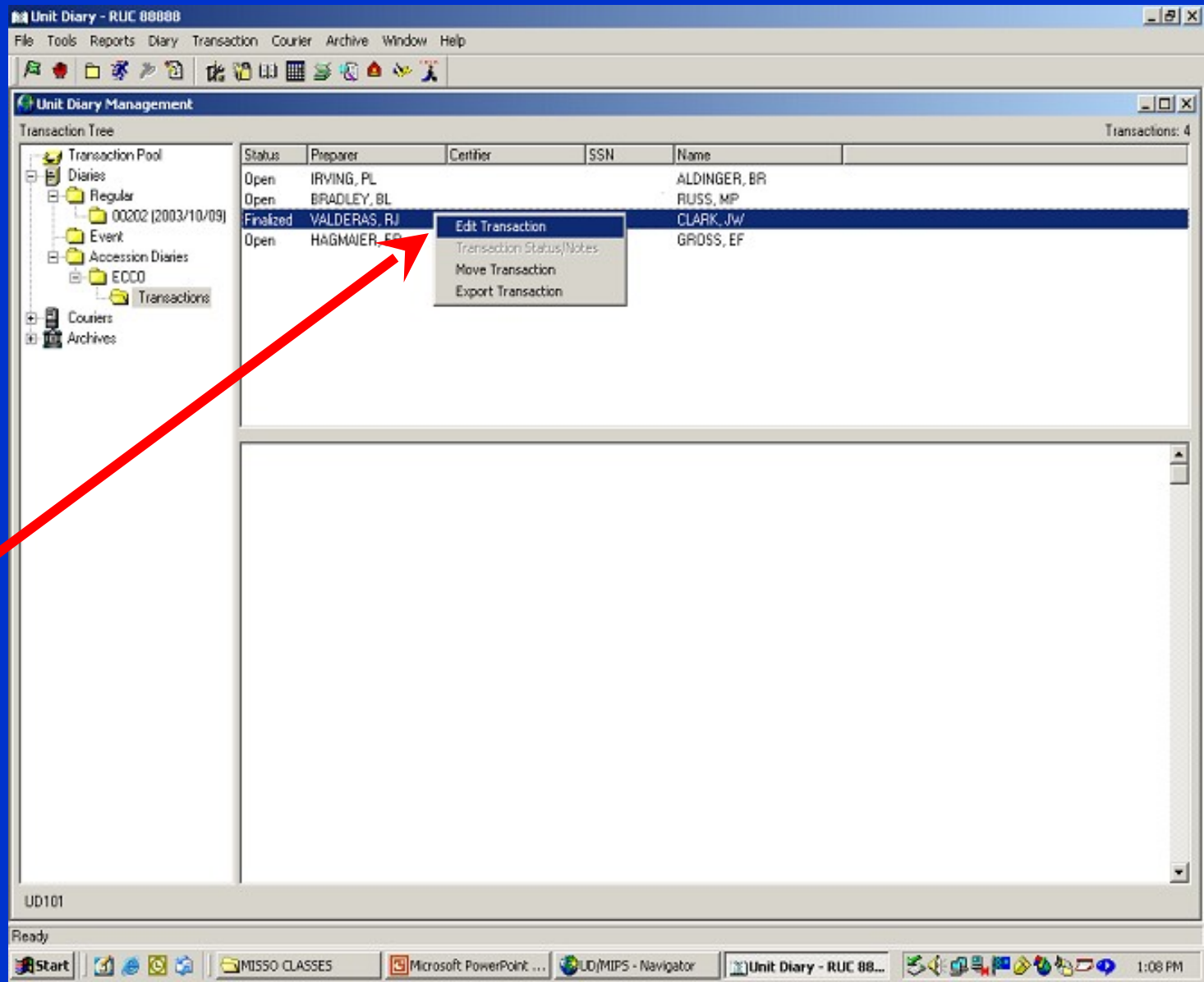
Deleting a transaction will remove th transaction fr the transactio pool. Highligh the transactio you want to delete and clic the “Delete transaction” button.



REVIEWING YOUR TRANSACTION

Once the preparer has finalized the transaction, it is now ready for a certifier or reviewer to review the transaction.

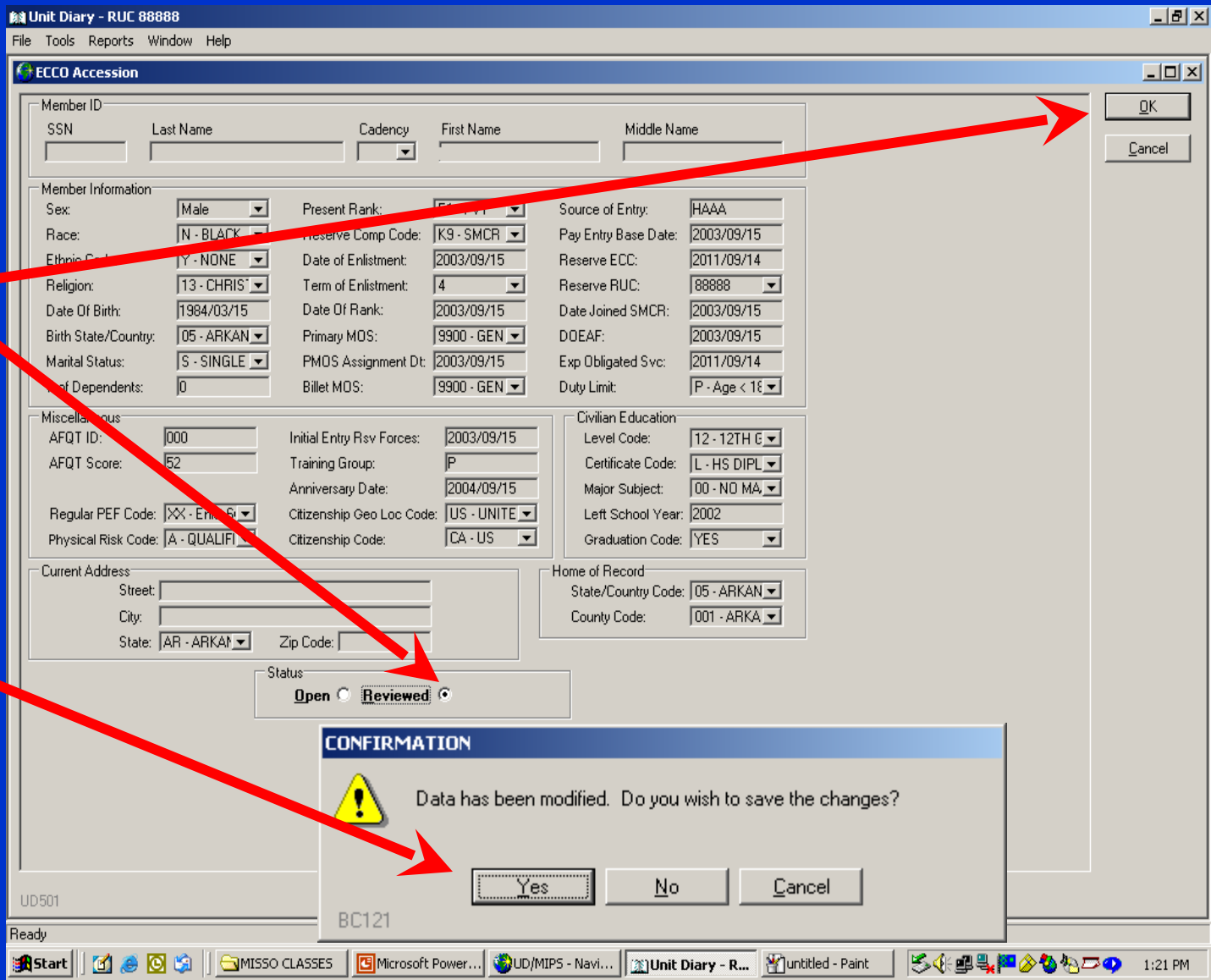
The certifier or reviewer will login and right click on the transaction. They will then click on “Edit Transaction.”



REVIEWING YOUR TRANSACTION

The certifier or reviewer will review the ECCO and click on "Reviewed" and then "OK."

A confirmation notification will be displayed, click on "YES."

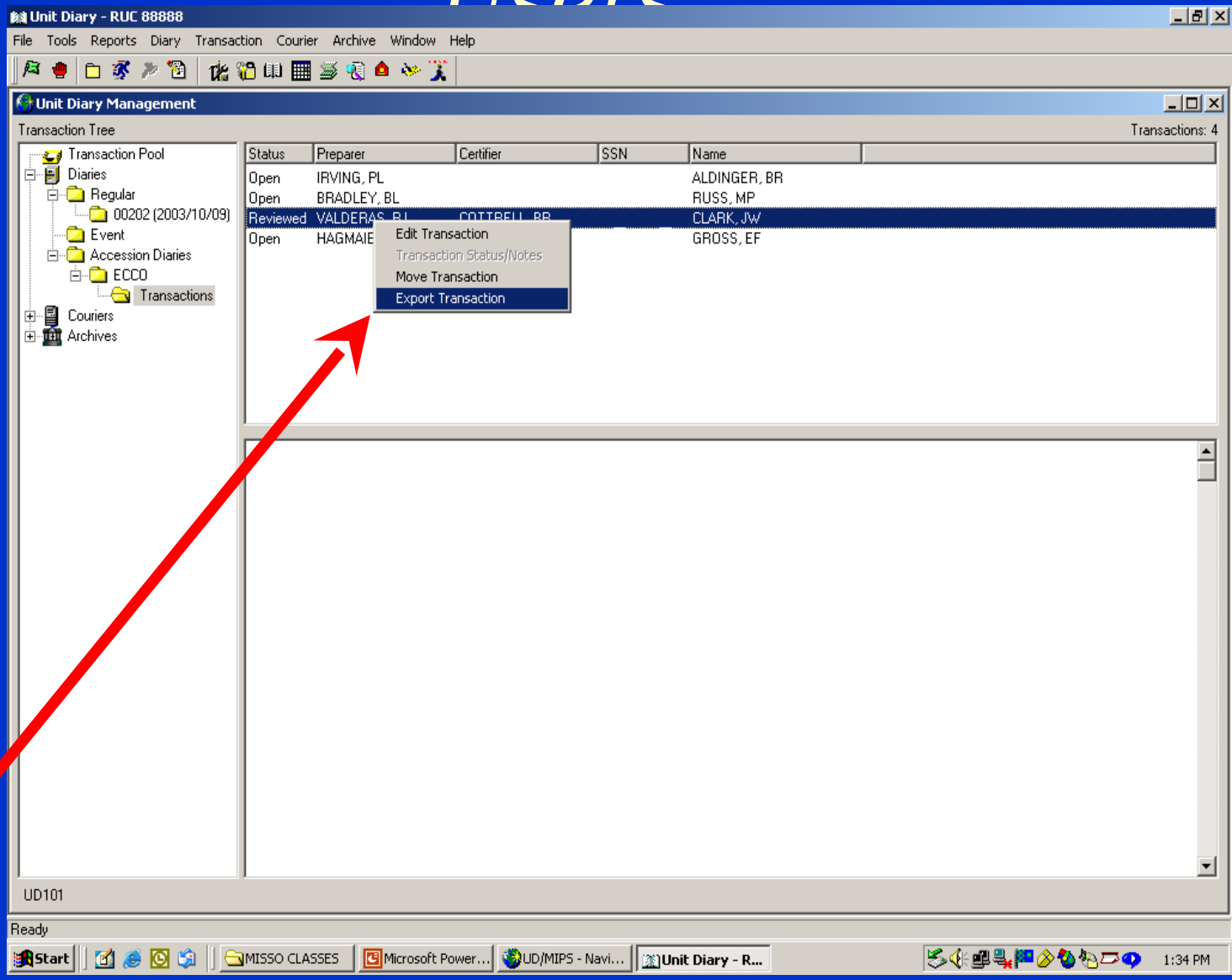


Exporting the ECCO for Client Users

If you are not currently on the collection server, you are required to export your transaction.

Once exported, you will then Email the File and all supporting documents to the MISSO Mailbox.

Right Click on your Reviewed ECCO and move to the “EXPORT TRANSACTION” function.



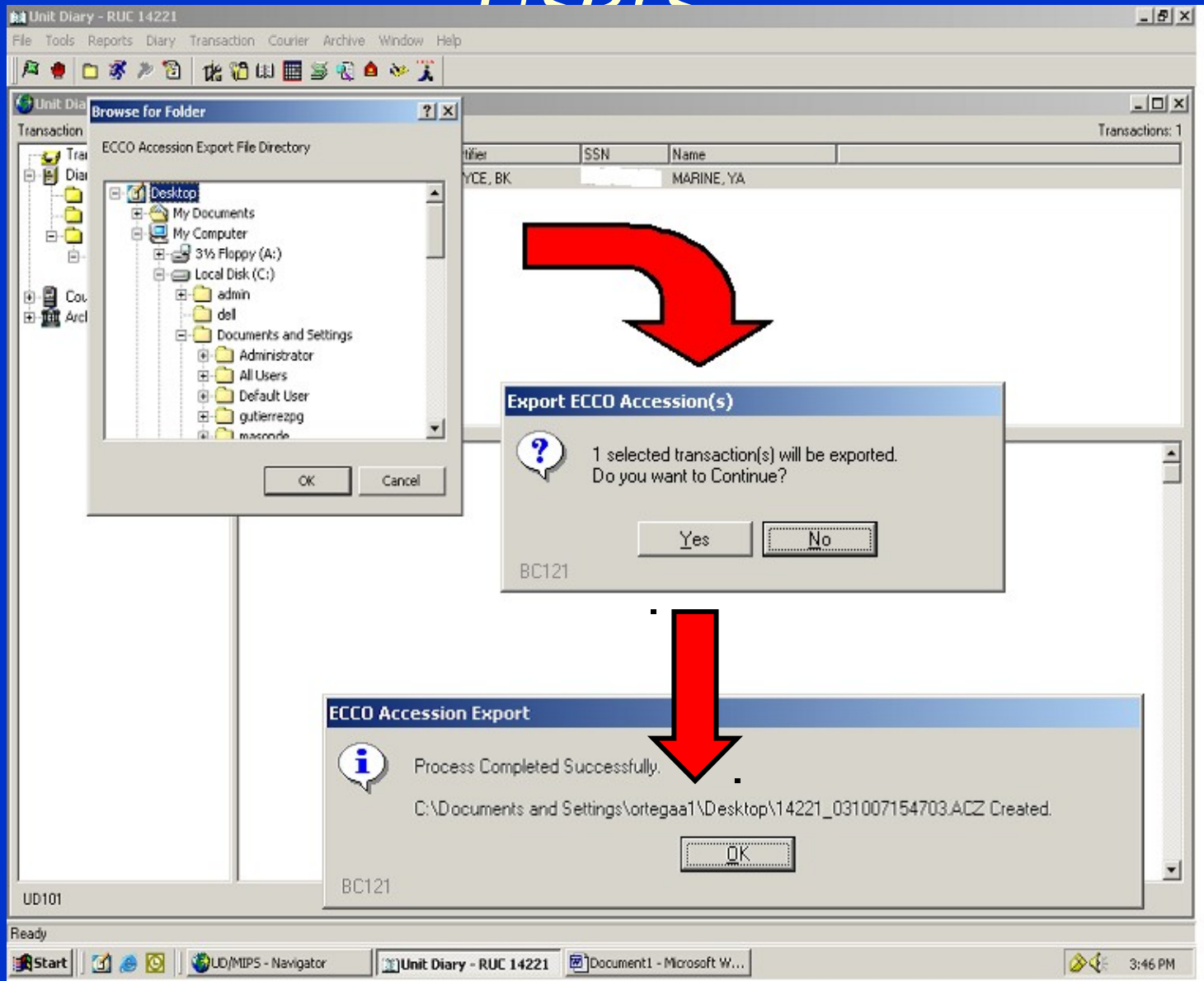
Exporting the ECCO for Client Users

Choose a location to save your .ACZ file.

You will be asked if you want to continue with the export, click "Yes."

You will then receive a "Process Completed Successfully" notification, click "OK."

Once you have exported your file. You will send an Email to the MISSO Mailbox with the .ACZ file and all source documents attached.

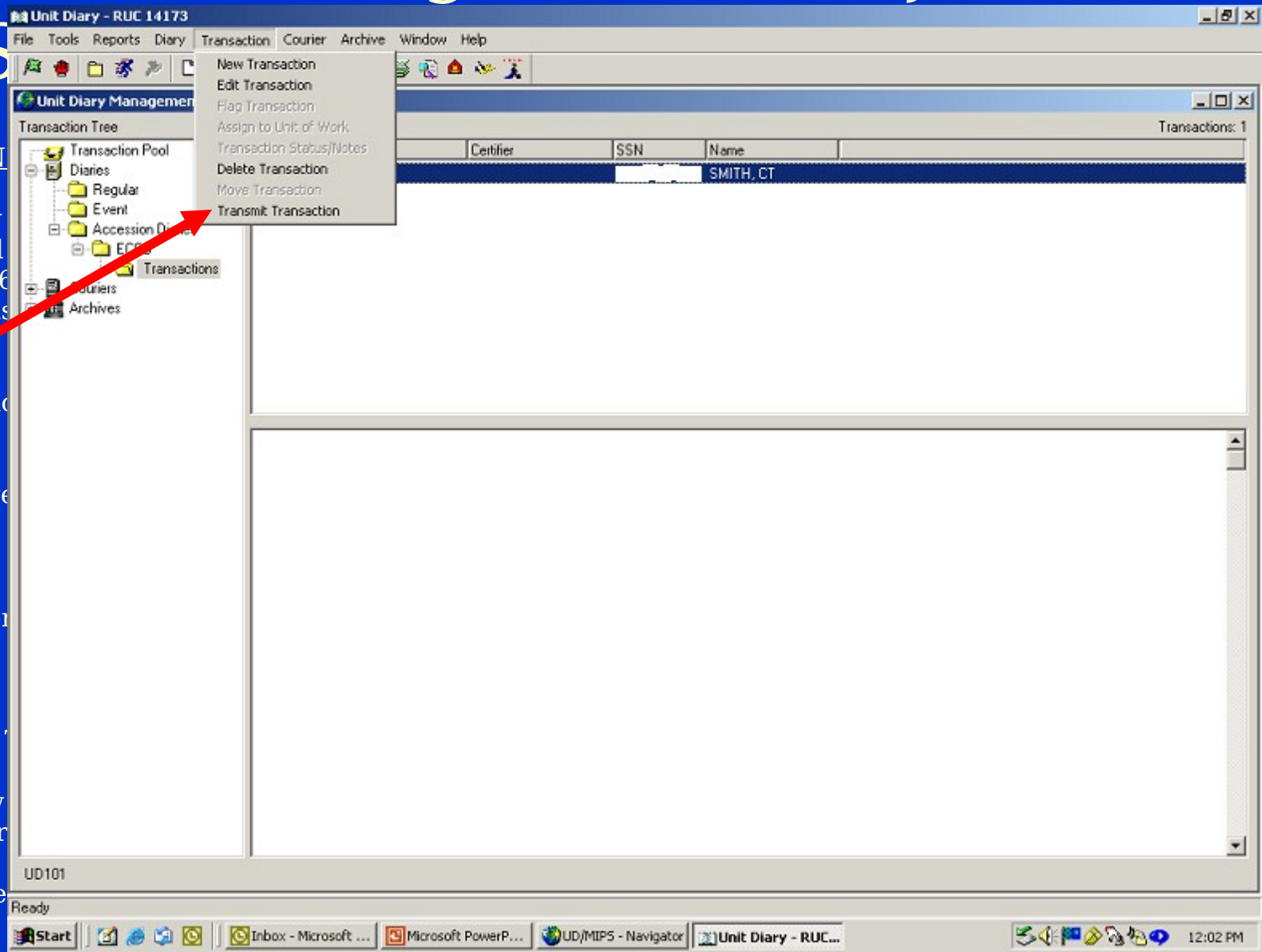


Transmitting the ECCO for S

SERVER USERS ON

When you are ready to send the finalized records to MISSO 16 highlight the records you want to send and click the "Transmit Transacti button.

This action will move the finalized transactions to the collection server. The collection server will then transmit the transactions to the MISSO 16/17 server. MISSO 16/1 will retrieve the transactions, review place them on a diar certify the diary and make the courie



SENDING YOUR ECCO TO MISSO

- E-Mail to MISSO@MFR.USMC.MIL the following:
- .ACZ (ECCO File)
- DD Form 4
- DD Form 1966 (All 4 pages)
- Any DD 214/215
- PSR New Join Worksheet
- HQMC Waiver Letter (when applicable)
- If unable to scan source docs, fax to (816)926-3115

RESERVE ENLISTED ACCESSION

- You should have a better understanding of the Accession (ECCO) process and why it so important that units give this their full attention.
- If your unit still has questions, contact MISSO for help/guidance.